

Section 6.7 FUNCTIONS MENU

Data Collection/Employee Data Collection History Tab

Purpose	This section provides the procedures to display what action (certified, audited, released, etc.) has been taken on an employee's time by using the History tab. The data is available after time has been submitted.
Tabs	History
Reminders	<ol style="list-style-type: none">1. The History tab is accessed through the Functions, Data Collection or Employee Data Collection items on the menu bar.2. The data displayed is for the latest version of the timesheet that was extracted and sent to the Human Resource Management Network (HRMN).
References	<i>No Specific References</i>

History Tab

The following window is displayed when the selection criteria has been entered and the History tab is selected. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 03.03.01" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Data Collection" and contains several tabs: Selection, Time, Activity, Equipment, Inventory, Emp Info, and History. The History tab is active, displaying a table with the following data:

Data Category	Version Number	Adj Type	Action Code	Comments	Action taken By	Action Date
Equipment	0		SUBM		T_HRMND99	06/20/2001
Time	0		SUBM		T_HRMND99	06/20/2001

Below the table are several buttons: "<=>", "Submit", "Prev Used CB", "Copy Time", "Delete", and "Close". The status bar at the bottom indicates "Ready".

History Tab

The following information is displayed:

Field Name	Description
Data Category	The data collection category (Time, Activity, Equipment).
Version Number	A zero (0) displays for the original (first) timesheet submitted. A version number (1, 2, 3, etc.) displays for any timesheets that have been changed through the Modify button after submission.
Adj Type	An Adjustment Type displays to indicate if the timesheet has been adjusted after it has been processed.
Action Code	<p>A code that indicates the action that has been done.</p> <p>SUBM - Submitted CERT - Certified AUDT - Audited RLSD - Released XTCT - DCDS extracted and sent to other system(s) PROC - Processed</p> <p>Approval codes will display for agencies that have on-line approval.</p> <p>APPR - Supervisor Approval APPA - Personnel Approval AFFA - Financial Approval APOF - Office of Financial Management, DMB, Approval APCS - Department of Civil Service Approval</p>
Comments	Comments reported by the user who performed the action.
Action Taken By	The User ID of the person who has performed the action.
Action Date	The date the action was done.